

# City of Milton-Freewater

## URBAN RENEWAL AGENCY FUNDS GRANT PROGRAM

### INSTRUCTION SHEET

#### URA GRANT PROGRAM SUMMARY:

The City of Milton-Freewater established its Urban Renewal Agency (URA) in 1987. By creating a URA, the City initiated an exciting and innovative method of raising funds to make improvements to the City's economic development, health and vitality. The URA is an independent program and its funds are independent from those of City. However, the City Council serves as the URA Board of Directors and the City Manager serves as the Administrator of the URA program. The City Council has approved URA funds for grants for the rehabilitation and improvements of existing commercial buildings that are not in compliance with existing city building codes and land use regulations and/or are in need of upgrading and repair. In particular, the commercial buildings in the former business districts of Milton and Freewater clearly could benefit from facade and structural improvements. (Paragraph 607 of Urban Renewal Plan).

#### PROJECT CRITERIA:

Projects should visually enhance the exterior and add to the neighborhood. The business should be visible to the public, not a home business. The URA grant may be used for exterior painting, signage, awnings, landscaping, exterior facades and lighting. Labor will be paid where licensed contractors perform the work. If applicants do their own work labor costs will not be paid. Interior modifications or other projects that do not directly relate to the visual improvement and rehabilitation of the businesses will not be covered. The URA Grant Program will pay 75% of the total cost of each project up to a maximum of \$3,000.00. The applicant is required to pay at least 25% of the total cost of the project. Projects with a total cost of more than \$4,000.00 may be submitted, however, any costs over the \$3,000.00 must be covered by the applicant. **IMPORTANT: This is a reimbursement program, therefore, the City must receive proof of payment in order to reimburse you for any improvements and/or repair.**

#### Example (1) where total cost of Applicant's Project is UNDER \$4000.00:

1. If the total cost of the Applicant's Project is under \$4,000.00, the applicant will receive 75% of the total project costs.
  - a. TOTAL Cost of Applicant's Project \$3,375.00
  - b. The City URA grant will pay 75% of the total project costs  
(Because the total project amount is less than \$4,000.00)  $\times \underline{\hspace{1cm}.75}$
  - c. Therefore, the URA grant amount is (75%) = \$2,531.25
  - d. The Applicant's total cost of the project is (25%) = \$ 843.75

#### Example (2) where total cost of Applicant's Project is OVER \$4,000.00:

2. If the total cost of your project exceeds \$4,000.00, the maximum grant funds the applicant will receive will be \$3,000.00. The applicant will be responsible for the remainder of the balance.
  - a. **Total** Cost of Applicant's Project \$5,200.00
  - b. The City URA grant will pay 75% of the total project costs  
up to a maximum of \$3,000.00  $\underline{- 3,000.00}$
  - c. The Applicant's cost on this project is (a – b = c) \$ 2,200.00

#### FUNDING OPTIONS:

1. You may pay for the total costs of materials and labor and then be reimbursed for the eligible reimbursement or;
2. You may apply for a line of credit and obtain funds as you present your receipts. Please try to batch your receipts in amounts of at least \$100 each before you present them for reimbursement.

# City of Milton-Freewater

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THE FOLLOWING INFORMATION IS REQUIRED FOR QUALIFYING FOR URA GRANT FUNDING. APPLICANTS WHO HAVE A PLAN TO IMPROVE THE OVERALL APPEARANCE OF THEIR PREMISES LOCATED WITHIN THE URBAN RENEWAL AREAS OF MILTON-FREEWATER ARE ELIGIBLE TO APPLY. THIS INFORMATION MUST BE COMPLETED AND SUBMITTED TO THE CITY IN ORDER TO BE CONSIDERED FOR THE CITY'S URA GRANT MONIES.

The URA Grant Program will pay 75% of the total cost of each project up to a maximum of \$3,000.00. The applicant is required to pay at least 25% of the total cost of the project. Projects with a total cost of more than \$4,000.00 may be submitted, however, any costs over the \$4,000.00 limit must be covered by the applicant. In order to ensure that as many business owners as possible benefit from the URA grant program, URA grants are limited to one grant per applicant/business owner per year.

**APPLICANT NAME:** \_\_\_\_\_ **BUSINESS NAME:** \_\_\_\_\_

**PHYSICAL ADDRESS OF BUSINESS:** \_\_\_\_\_

MAILING ADDRESS OF APPLICANT: \_\_\_\_\_

**PHONE OF APPLICANT:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ARE YOU THE TENANT OR OWNER OF THE BUILDING?** \_\_\_\_\_

**Note:** If you are not the owner of the building where the proposed project is to take place, it is required that the building owner reviews your project plan and signs off to show they approve of the project.

Building Owner's Signature

Printed Name

Date \_\_\_\_\_

**DESCRIPTION OF YOUR PROJECT:** Please write a summary of your project on the spaces below. Also attach a detailed description of your project plan with your grant application. (Please attach design plans, paint swatches, sign designs, pictures of similar projects, awning types and colors, brochures, etc. that will help the City completely understand your request)

**COST OF YOUR TOTAL PROJECT:** Attach a detailed budget for your project including contracts, bids or estimates.

Total Cost Estimate of Your Project: \$\_\_\_\_\_

**SELECT A FUNDING OPTION: (Please check one):**

- ☐ I will pay for the total costs of materials and labor and after project completion, will be reimbursed by the City's URA program for the eligible reimbursement or;
- ☐ I will apply for a line of credit and obtain reimbursement funds as I present my receipts.

**TIMELINE FOR YOUR PROJECT:** All projects will need to be completed within a designated time to receive funding. Special circumstances causing delays will have to be submitted to the City before the deadline for consideration:

Start date: \_\_\_\_\_

Finish Date: \_\_\_\_\_

**PLANNING DEPARTMENT APPROVAL:** To ensure that your project meets all applicable codes, ordinances, policies, plans and procedures of the City of Milton-Freewater. 11 (Paragraph 620 of Urban Renewal Plan) Please submit a copy of the project plan to the Planning Department for review and sign-off.

\_\_\_\_\_  
Planning Department

\_\_\_\_\_  
Date Approved

***It is the applicant's responsibility to contact the State Building Inspector, to verify whether or not, the proposed project requires a permit. Building Codes Office can be reached at 1-800-452-8156.***

I certify that the information I provided above is accurate and truthful to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Submitted

## APPLICATION PROCESS:

1. Complete ALL information on the application.
2. Submit your completed application to:

**URA Grant Coordinator  
City of Milton-Freewater  
P.O. Box 6  
Milton-Freewater, OR 97862**

3. You will be notified in writing if your application is approved. If your application is not approved, you will be notified in writing the reason for being turned down for a grant.
4. Meet with the URA Grant Coordinator for information on how you should proceed with your project.
5. Notify Grant Coordinator when your project is completed. Grant Coordinator will review project to ensure it is finished as submitted. Present receipts to Grant Coordinator for reimbursement. Reimbursement check issued and mailed.

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### For City use only

REVIEW DATE \_\_\_\_\_

☐ APPROVED

☐ NOT APPROVED

☐ Description of Project: \_\_\_\_\_

☐ Will project improve exterior? \_\_\_\_\_

☐ Total Cost of Project verified by bids/estimates \$ \_\_\_\_\_

☐ City's cost: \$ \_\_\_\_\_ Applicant's Cost: \$ \_\_\_\_\_

☐ Timeline: \_\_\_\_\_

☐ Approved by Planning Dept: \_\_\_\_\_

☐ Completed: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
If not approved, please give reason: \_\_\_\_\_

\_\_\_\_\_  
URA Grant Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date